

For: State and County Offices

**Trade Adjustment Assistance for Farmers (TAAF) Travel Reimbursement  
Claim Processing Functionality Updates**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

TAAF software processed Travel Reimbursement payments for claims that are approved. However, the software did not include a status to indicate claims were not submitted. Furthermore, there was no disapproval reason code or disapproval letter available for travel vouchers that were not submitted timely. TAAF software has been updated to provide users the ability to:

- update the Travel Reimbursement event status to “**Claim Waived**”, when no claim was submitted
- select the new disapproval reason code (37) during the travel voucher review process for travel reimbursement claims not submitted timely
- generate and print the disapproval letter with the new disapproval reason code (37).

TAAF travel reimbursement functionality enhancements are included in this notice for processing travel:

- vouchers using “**Claim Waived**” status
- voucher updates from “**Claim Waived**” status
- reimbursement claims that were not timely filed
- reimbursements for approved travel claims
- voucher updates from “**Approved**” to “**Claim Waived**” status.

Disposal Date	Distribution
September 1, 2014 3-20-14	State Offices; State Offices relay to County Offices

## Notice PS-718

### 1 Overview (Continued)

#### B Purpose

This notice:

- provides State and County Offices with updated instructions and guidance for processing Travel Reimbursement claims using the updated web-based TAAF payment processing software located on FSA's Intranet web site
- is a reissue of Notice PS-701, which is obsolete.

#### C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PSD, by either of the following:

- e-mail at [stacy.carroll@wdc.usda.gov](mailto:stacy.carroll@wdc.usda.gov)
- telephone at 202-690-8037.

#### D Release Schedule

The TAAF Travel Reimbursement processing software enhancements detailed in this notice were provided in Web Transmittal No. 314 on **January 11, 2013**.

### 2 Getting Started

#### A eAuthentication Login

To log into the TAAF application processing software:

- under Links, CLICK "**FSA Applications**"
- under Price Support, CLICK "**Trade Adjustment Assistance for Farmers**"
- CLICK "**I Agree**" on the eAuthentication Warning Screen and the eAuthentication Login Screen will be displayed
- enter user ID and password, CLICK "**Login**".

# Notice PS-718

## 2 Getting Started (Continued)

### A eAuthentication Login (Continued)

The following Select County Screen will be displayed that allows the user to select from among the counties to which they have access.

The screenshot shows a web application interface for TAAF. At the top, there is a navigation bar with links: TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. On the left side, there is a 'TAAF Menu' sidebar with a welcome message and the user role 'FSA User'. The main content area is titled 'Select County' and displays the following text: 'DODGE CITY SERVICE CENTER', 'FORD COUNTY FARM SERVICE AGENCY', and 'SERVICE CENTER OFFICE'. Below this text is a table with three columns: 'Select', 'County', and 'State'. The table contains one row with a radio button in the 'Select' column, 'Ford' in the 'County' column, and 'Kansas' in the 'State' column. A 'Submit' button is located below the table. At the bottom of the page, there is a footer with the text 'TAAF10COM11' and 'Last Modified: November 22, 2010', along with a 'Back To Top ^' link.

Select	County	State
<input type="radio"/>	Ford	Kansas

Submit

TAAF10COM11  
Last Modified: November 22, 2010

[Back To Top ^](#)

## Notice PS-718

### 3 Processing Travel Vouchers Using “Claim Waived” Status

#### A Travel Voucher Processing

The Travel Reimbursement event is automatically triggered and displayed in the list of events when the Initial Training status is changed to "**Approved**". The status of the automatically triggered event will default to "**Pending**" as displayed in the following Application Events Screen. To update the Travel Voucher to "**Claim Waived**" status, CLICK "**Update**" next to the Travel Reimbursement event on the Applications Event Screen.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, it shows the USDA logo and the Foreign Agricultural Service header. The user is logged in as Lisandra Lima, an FSA User, in California, Merced County. The main heading is "Application Events" for application number 2010003-06-047-00006, which is in an "Approved" status.

A table lists four events:

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		Details	Update
2	Initial Training	Approved		Details	Update
3	Intensive	Travel Reimbursement Event is Pending. Click 'Update' to begin voucher review.		Details	Update
4	Travel Reimbursement	Pending	TBD	Details	Update

A yellow callout box highlights the "Update" button for the "Travel Reimbursement" event (row 4), with a message: "Travel Reimbursement Event is Pending. Click 'Update' to begin voucher review." Below the table is a "Back to Applications Main" button. The footer includes the text "TAAF10APP15 Last Modified: November 15, 2010" and a "Back To Top" link.

## Notice PS-718

### 3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

#### A Travel Voucher Processing (Continued)

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions. Question 1 is new and has been added to the review process. Default settings will have no selection made. If the applicant did **not** file a travel voucher, CLICK “No”. Unless “Yes” is selected in response to question 1, responses to the remaining 5 questions are not required (as indicated by the absence of an asterisk [\*] beside the question), and inputs will remain disabled. CLICK “Continue”.

USDA United States Department of Agriculture  
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: California County: Merced

Process Travel Voucher

TAAF Menu  
Welcome, Lisandra Lima  
User Role: FSA User

Applications  
Applications Main  
New Application  
Search by Applicant  
Disapproval Letters  
Mailing Labels  
Reprint Letters

Reports  
Detail Reports  
Summary Reports

Other Functions  
View Notifications  
Change County  
Logout of eAuth

Initially, no selection is made in response to Question #1.  
If the Applicant did **not** file a travel voucher, click 'No'.

FSA Status: P - Pending

\* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance?  Yes  No

2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)?  Yes  No

3. Was the submitted travel expense voucher supported by receipts for all claimed expenses?  Yes  No

4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed?  Yes  No

5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training?  Yes  No

6. Do you know of any other reason(s) why this Application should not be Approved?  Yes  No

Describe Reason(s):   
(250 chars. max.)

Continue Cancel

Unless 'Yes' is selected in response to Question #1, responses to the remaining questions are not required, and their inputs remain disabled.

TAAF10APP30  
Last Modified: January 6, 2011

Back To Top ^

TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet  
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

## Notice PS-718

### 3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

#### A Travel Voucher Processing (Continued)

After clicking “Continue”, the following continuation of the Process Travel Voucher Screen will be displayed. Responses to the non-required questions are displayed as “N/A” (Not Applicable), and the processing result text indicates the applicant has waived their travel claim. CLICK “Mark Claim Waived” to record event status as “Claim Waived”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the text 'United States Department of Agriculture Foreign Agricultural Service'. A navigation bar contains links for 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The main content area shows the user's state as California and county as Merced. The title is 'Process Travel Voucher'. The application details are as follows:

<b>Application Number:</b>	2010003-06-047-00006
<b>Event:</b>	4 - Travel Reimbursement
<b>CFFM Status:</b>	N/A
<b>FSA Status:</b>	P - Pending
<b>Voucher Submitted:</b>	No
<b>Voucher Submission Timely:</b>	N/A
<b>Receipts Submitted:</b>	N/A
<b>Voucher Signed by Applicant:</b>	N/A
<b>Voucher Signed by Instructor:</b>	N/A
<b>Other Disapproval Reason(s):</b>	N/A

Below the details, a yellow box contains the message: "Based on the responses provided to the review questions, the Applicant has waived his claim for Travel Reimbursement." At the bottom of this section are two buttons: "Mark Claim Waived" and "Cancel".

Callouts in the image provide additional context: "On continuation page, responses to all remaining questions are displayed as Not Applicable (N/A).", "Status message indicates Applicant has waived travel reimbursement claim.", and "Click 'Mark Claim Waived' button to record event status as 'Claim Waived'".

The footer of the page includes a list of links: TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House. The page is dated "Last Modified: January 6, 2011" and has a "Back To Top" link.

**Notes:** A Travel Reimbursement event with a “Claim Waived” status:

- indicates **no** claim was submitted
- shall **not** be paid
- will **not** allow a disapproval letter to be generated.

No further action is required.

## Notice PS-718

### 3 Processing Travel Vouchers Using “Claim Waived” Status (Continued)

#### A Travel Voucher Processing (Continued)

The following Event Details Screen will be displayed, confirming the update has been completed successfully. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The page header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The user is identified as "Welcome, Lisandra Lima" with a "User Role: FSA User". The current location is set to "State: California" and "County: Merced".

The main content area is titled "Event Details" and includes a "Printer Friendly" icon. An information note states: "Info: The Application Event...". Below this, the "Application Number: 201..." is displayed. The event is identified as "Event 4 - Travel Reimbursement". The status information is as follows:

- CFFM Status: N/A
- FSA Status: CW - Claim Waived
- Payment: N/A

A callout box points to the "FSA Status" field, stating: "On Event Details confirmation page, event status is shown as 'Claim Waived' and payment amount is displayed as Not Applicable (N/A)".

A "Back to Event List" button is located below the event details. A callout box points to this button, stating: "Click 'Back to Event List' button to return to the Application Events page".

At the bottom of the page, there is a footer with the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link. The footer also contains a list of links: "TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House".

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status

#### A Travel Voucher Updates

If the Travel Reimbursement event for an application has been marked with “**Claim Waived**”, this status and the fact that no payment applies will allow updates to the event status as follows, from “**Claim Waived**” to:

- “**Pending**”
- “**Approved**”
- “**Referred to FAS**”
- “**Disapproved**”.

**Note:** No direct implementation of the “**Disapproved**” option will be available. Instead, County Offices must use the procedure in subparagraph 4 B to update the event status from “**Claim Waived**” to “**Referred to FAS**”. After this update is completed, **FAS** users are then permitted to update the event’s status from “**Referred to FAS**” to “**Disapproved**”, specifying the Disapproval Letter date.

Except for applications in Special Handling, once travel status is set to “**Claim Waived**”, changing the event’s status will require that the status be returned to “**Pending**”.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### B Travel Voucher Updates From “Claim Waived” to “Pending”

The following is an example of the Application Events Screen with the Travel Reimbursement event marked “**Claim Waived**” status and no payment applies. To update the Travel Voucher to “**Pending**”, CLICK “**Update**” next to the Travel Reimbursement event on the Application Events Screen.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Application Events screen. The page header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". The user is identified as Lisandra Lima, an FSA User. The application number is 2010003-06-047-00006, and the application status is "Approved".

The main content area shows a table of 4 events. The fourth event, "Travel Reimbursement", is highlighted in yellow and has a status of "Claim Waived" and a payment of "N/A". A yellow callout bubble points to the "Update" button for this event, stating: "Updated event and payment status are displayed on the Application Events page". Another yellow callout bubble points to the "Update" button, stating: "Click 'Update' button to revise event status".

Event	Name	Status	Payment	Details	Update
1	Appli			Details	Update
2	Initial			Details	Update
3	Intensive Training	Pending		Details	Update
4	Travel Reimbursement	Claim Waived	N/A	Details	Update

4 Events found, displaying all Events.

Back to Applications Main

TAAF10APP15  
Last Modified: November 15, 2010

Back To Top ^

TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet  
Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

The following Edit Application Event Screen will be displayed allowing County Offices to change FSA Status to “**Pending**”. Select “**Pending**” from the “**FSA Status**” drop-down menu and CLICK “**Update Event**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". The navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The main content area shows the "Edit Application Event" screen for California, Merced County. The application details are: Application Number: 2010003-06-047-00006, Event: 4 - Travel Reimbursement, and CFFM Status: N/A. The FSA Status dropdown menu is open, showing "Claim Waived" and "Pending" as options. A yellow callout box with a pointer to the "Pending" option contains the following text: "When an Application is **not** in Special Handling, changing a Travel Reimbursement event's status to 'Approved' or 'Refer to FAS' requires the status be first updated to 'Pending.' This ensures the full Travel Voucher Review process will be completed. **To update:** Select 'Pending' from the 'FSA Status' dropdown, then click the 'Update Event' button..". The footer includes the text "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link. The bottom navigation bar contains various links including "TAAF Home", "USDA.gov", "USDA Intranet", "FAS Internet", "FSA Internet", "FSA Intranet", "Site Map", "Policies and Links", "FOIA", "Accessibility", "Privacy", "Non-Discrimination", "Information Quality", "FirstGov", and "White House".

**Note:** When an application is not in Special Handling, changing a Travel Reimbursement event’s status to “**Approved**” or “**Refer to FAS**” requires that the status be updated to “**Pending**”. This will ensure that the full Travel Voucher Review process will be completed.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

Once the FSA Status has been changed for the applicable event displayed, the following message will be displayed with a warning to verify the updates. CLICK “OK”.

The screenshot shows the TAAF (Trade Adjustment Assistance For Farmers) web application interface. At the top, there are logos for USDA (United States Department of Agriculture) and Foreign Agricultural Service, along with the TRADE ADJUSTMENT ASSISTANCE For Farmers logo. A navigation bar includes links for TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area is titled "Edit Application Event" and shows the following details:

- State: California County: Merced
- Application Number: 2010003-06-047-00006
- Event: 4 - Travel Reimbursement
- CFFM Status: N/A
- \* FSA Status: Pending (dropdown menu)

Buttons for "Update Event" and "Cancel" are visible. A warning dialog box is overlaid on the page, containing the following text:

Message from webpage  
Setting this Application Event's status to 'Pending' will DELETE all information for dependent (subsequent) events, if any.  
Are you sure?  
OK Cancel

A yellow callout bubble points to the "OK" button, containing the text:

After clicking 'Update Event,' a message dialog appears, asking if you are sure about making the requested change. Click 'OK' to continue, or 'Cancel' to return to the Edit Application Event page.

The page footer includes "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### B Travel Voucher Updates From “Claim Waived” to “Pending” (Continued)

The following continuation of the Event Details Screen will be displayed confirming the updated event status. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. At the top, the USDA logo and 'Foreign Agricultural Service' are visible, along with the 'TRADE ADJUSTMENT ASSISTANCE For Farmers' logo. A navigation bar includes links for TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The page is personalized for user Lisandra Lima, an FSA User, in California, Merced County. A 'Printer Friendly' icon is present. The main content area shows an 'Info' message: 'The Application Event has been successfully updated'. Below this, the 'Application Number: 2010003-06-047-00006' is displayed, followed by 'Event 4 - Travel Reimbursement'. The status details are: CFFM Status: N/A, FSA Status: P - Pending, and Payment: TBD. A yellow callout box points to the 'FSA Status' and 'Payment' fields, stating: 'Event Details page is displayed, confirming event status has been updated to 'Pending.' The Payment amount is now displayed as 'TBD.''. A 'Back to Event List' button is located below the status information. The footer contains the text 'TAAF10APP20 Last Modified: March 29, 2012' and a 'Back To Top ^' link. A comprehensive footer menu lists various site resources like USDA.gov, FOIA, and Privacy.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### C Travel Voucher Updates From “Claim Waived” to “Approved”

When an application is not in Special Handling, changing a Travel Reimbursement event status to “**Approved**” requires that the status be updated to “**Pending**” according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to “**Pending**”, process the approved travel reimbursement according to subparagraph 7 A.

For Applications that are in Special Handling, County Offices are permitted to mark the event directly from “**Claim Waived**” to “**Approved**”, on the Edit Application Event Screen according to subparagraph 4 B. **After** selecting “**Approved**” from the drop-down menu, the user is required to enter the amount which was paid to the applicant through Online Payments **before** completing the event update according to subparagraph 7 A.

4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

D Travel Voucher Updates From “Claim Waived” to “Refer to FAS”

When an application is not in Special Handling, changing a Travel Reimbursement event status from “**Claim Waived**” to “**Refer to FAS**” requires that the status be updated to “**Pending**” according to subparagraph 4 B. This ensures that the full Travel Voucher Review process will be completed. After the Travel event status has been changed to “**Pending**”, to update the status to “**Refer to FAS**”, CLICK “**Update**” next to the Travel Reimbursement event on the Application Events Screen.

The screenshot shows the TAAF Application Events interface. At the top, it displays the USDA logo and 'Foreign Agricultural Service'. The user is identified as Erin Huston, an FSA User. The current application is for State: Kansas, County: Ford, with Application Number: 2011888-20-057-00001. The application status is 'Approved'. A table lists 4 events found, displaying all events:

Event	Name	Status	Payment	Details	Update
1	Application Review	Approved		<a href="#">Details</a>	<a href="#">Update</a>
2	Initial Training	Approved		<a href="#">Details</a>	<a href="#">Update</a>
3	Intensive Training	Pending		<a href="#">Details</a>	<a href="#">Update</a>
4	Travel Reimbursement	Pending	TBD	<a href="#">Details</a>	<a href="#">Update</a>

Below the table, there is a 'Back to Applications Main' button. The footer includes 'TAAF10APP15' and 'Last Modified: November 15, 2010'.

**Note:** For Applications that are in Special Handling, County Offices are permitted to mark the event directly from “**Claim Waived**” to “**Referred to FAS**”, on the Edit Application Event Screen according to subparagraph 4 B. After selecting “**Referred to FAS**” from the drop-down menu, the user will be required to select 1 or more of the 28 available Disapproval Reasons (including the new Reason Code 37 and “**Other**”) before completing the event update.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. To refer the travel reimbursement claim to FAS for disapproval, the user **must** answer “Yes” to question 1 (Did the user file a claim?) and either “No” to 1 or more of questions 2 through 5, or “Yes” to question 6 (Are there other disapproval reasons?). CLICK “Continue”.

USDA United States Department of Agriculture  
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Process Travel Voucher

Welcome, Erin Huston  
User Role: FSA User

**Applications**

- Applications Main
- New Application
- Search by Applicant
- Disapproval Letters
- Mailing Labels
- Reprint Letters

**Reports**

- Detail Reports
- Summary Reports

**Other Functions**

- Change County
- Logout of eAuth

Application Number: 2011888-20-057-00001

Event: 4 - Travel Reimbursement

CFFM Status: N/A

FSA Status: P - Pending

\* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance?  Yes  No

2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)?  Yes  No

3. Was the submitted travel expense voucher supported by receipts for all claimed expenses?  Yes  No

4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed?  Yes  No

5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training?  Yes  No

6. Do you know of any other reason(s) why this Application should not be Approved?  Yes  No

Describe Reason(s):   
(250 chars. max.)

Continue Cancel

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The displayed message indicates the applicant’s Travel claim **cannot** be approved based on the reason code in the text, and the claim **must** be referred to FAS for disapproval. CLICK “**Refer to FAS**” to update event status.

USDA United States Department of Agriculture  
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: Kansas County: Ford

Process Travel Voucher

Welcome, Erin Huston  
User Role: FSA User

**Applications**

- Applications Main
- New Application
- Search by Applicant
- Disapproval Letters
- Mailing Labels
- Reprint Letters

**Reports**

- Detail Reports
- Summary Reports

**Other Functions**

- Change County
- Logout of eAuth

**Application Number:** 2011888-20-057-00001

**Event:** 4 - Travel Reimbursement

**CFFM Status:** N/A

**FSA Status:** P - Pending

**Voucher Submitted:** Yes

**Voucher Submission Timely:** Yes

**Receipts Submitted:** Yes

**Voucher Signed by Applicant:** Yes

**Voucher Signed by Instructor:** No

**Other Disapproval Reason(s):** No

Based on the responses provided to the Travel Reimbursement review questions, the Applicant’s reimbursement request may not be Approved - and must be Referred to FAS - for the following reason(s):

(18) Your submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6.

## Notice PS-718

### 4 Processing Travel Voucher Updates From “Claim Waived” Status (Continued)

#### D Travel Voucher Updates From “Claim Waived” to “Refer to FAS” (Continued)

The following Event Details Screen will be displayed confirming the update has been completed successfully. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, it features the USDA logo and the text "United States Department of Agriculture" and "Foreign Agricultural Service". To the right is the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo. Below the header is a navigation bar with links: "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth".

The main content area is titled "Event Details" and shows the following information:

- State: Kansas County: Ford
- Printer Friendly icon
- Info: The Application Event has been successfully updated
- Application Number: 2011888-20-057-00001
- Event 4 - Travel Reimbursement
- CFFM Status: N/A
- FSA Status: R - Referred To FAS
- USDA Disapproval Reason(s):
  - 18 - Your submitted travel expense voucher was not signed by the training instructor to validate attendance at the training as provided by 41 CFR 301-52.6.
- Payment: TBD
- Back to Event List button

On the left side, there is a "TAAF Menu" with sections for "Applications" (Applications Main, New Application, Search by Applicant, Disapproval Letters, Mailing Labels, Reprint Letters), "Reports" (Detail Reports, Summary Reports), and "Other Functions" (Change County, Logout of eAuth). At the bottom left, it says "TAAF10APP20 Last Modified: March 29, 2012". At the bottom right, there is a "Back To Top ^" link.

**Note:** Once the Travel Reimbursement event has been referred to FAS for disapproval, no further updates will be allowed by the County Office unless FAS changes the status to “**Pending by FAS**”.

## Notice PS-718

### 5 Processing Travel Reimbursement Claims Not Timely Filed

#### A Processing Non-Timely Filed Travel Claims

The following is an example of the Process Travel Voucher Screen that will be displayed with 6 review questions during the travel reimbursement review process. Since the applicant filed a Travel Voucher, CLICK “Yes” for question 1. Once “Yes” is selected in response to question 1, responses to the remaining 5 questions are required (as indicated by the asterisk [\*]) beside the question numbers), and inputs will be enabled.

If the applicant’s submission of the travel reimbursement claim was not timely filed, County Offices should answer “No” to question 2. The remaining 4 questions should be answered based on the information contained in the travel claim. CLICK “Continue”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". The user is logged in as Lisandra Lima, an FSA User. The page title is "Process Travel Voucher" for California, Merced County, with application number 2010003-06-047-00006. A list of six review questions is shown, with question 1 highlighted in yellow. A callout bubble points to question 1, stating: "If the Applicant **did** submit a travel expense voucher, click 'Yes' in response to Question #1." Another callout bubble points to the bottom of the questions, stating: "After 'Yes' is selected in response to Question #1, responses to the remaining questions are required, and their inputs are enabled." The questions are:

- \* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance?  Yes  No
- \* 2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)?  Yes  No
- \* 3. Was the submitted travel expense voucher supported by receipts for all claimed expenses?  Yes  No
- \* 4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed?  Yes  No
- \* 5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training?  Yes  No
- \* 6. Do you know of any other reason(s) why this Application should not be Approved?  Yes  No

Below the questions is a text input field for "Describe Reason(s)" and "Continue" and "Cancel" buttons. The footer includes the text "TAAF10APP30 Last Modified: January 6, 2011" and a "Back To Top" link.

## Notice PS-718

### 5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

#### A Processing Non-Timely Filed Travel Claims (Continued)

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. Messages will be displayed indicating the applicant's travel reimbursement **cannot** be approved because it was not timely filed, and the claim **must** be referred to FAS for disapproval. CLICK **"Refer to FAS"** to update event status.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the Trade Adjustment Assistance For Farmers logo. The navigation bar contains links for TAAF Home, About TAAF, Handbooks, Help, Contact Us, Exit TAAF, and Logout of eAuth. The main content area shows the 'Process Travel Voucher' screen for a user named Lisandra Lima (FSA User) in California, Merced County. The application number is 2010003-06-047-00006. The FSA Status is 'P - Pending'. The Voucher Submitted status is 'Yes'. The Voucher Submission Timely status is 'No'. The Receipts Submitted status is 'Yes'. The Voucher Signed by Applicant status is 'Yes'. The Voucher Signed by Instructor status is 'Yes'. The Other Disapproval Reason(s) status is 'No'. A yellow callout box explains that responses to six review questions are displayed on the continuation page for confirmation. Another yellow callout box states that because voucher submission was not timely, the Travel Reimbursement event must be Referred to FAS, with Reason Code 37. A yellow callout box at the bottom indicates that the user should click 'Refer to FAS' to update event status. The screen also displays a message: 'Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may not be Approved - and must be Referred to FAS - for the following reason(s): (37) You did not submit a travel expense voucher for reimbursement of travel and per diem within 60 calendar days from the last travel date, as required.' At the bottom of the main content area, there are two buttons: 'Refer to FAS' and 'Cancel'. The footer contains various links including TAAF Home, USDA.gov, USDA Intranet, FAS Internet, FSA Internet, FSA Intranet, Site Map, Policies and Links, FOIA, Accessibility, Privacy, Non-Discrimination, Information Quality, FirstGov, and White House.

## Notice PS-718

### 5 Processing Travel Reimbursement Claims Not Timely Filed (Continued)

#### B Event Details Screen Confirmation Page

The following Event Details Screen will be displayed confirming the update has been completed successfully. On the Event Details Screen confirmation page, the event status is shown as “**Referred to FAS**” and the payment amount is displayed as “**TBD**” (amount is not set to \$0.00 until the event is “**Disapproved**” by FAS). CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The page header includes the USDA logo, the text "United States Department of Agriculture Foreign Agricultural Service", and the "TRADE ADJUSTMENT ASSISTANCE For Farmers" logo. A navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The main content area shows the user's state as California and county as Merced. The event title is "Event 4 - Travel Reimbursement". The application status is "FSA Status: R - Referred To FAS". The payment amount is "Payment: TBD". A "Back to Event List" button is visible. A yellow callout box points to the status and payment information, stating: "On Event Details confirmation page, event status is shown as 'Referred to FAS' and payment amount is displayed as 'TBD' (amount is not set to \$0.00 until 'Disapproved' by FAS)". Another yellow callout box points to the "Back to Event List" button, stating: "Click 'Back to Event List' button to return to the Application Events page". The page footer includes the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link.

Notice PS-718

6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed

A Processing Disapproval Letter for Travel Claims Not Timely Filed

When the applicant does not submit a travel expense voucher for reimbursement of travel and per diem timely, within 60 calendar days from the last travel date, a disapproval letter shall be generated with the new reason code as shown in subparagraph 5 A.

The Travel Reimbursement event is automatically triggered and will be displayed in the list of events when FAS has changed the status to “**Disapproved**”. On the Application Events Screen, CLICK “**Details**” next to the Travel Reimbursement event to begin generating the disapproval letter.

The screenshot shows the TAAF (Trade Adjustment Assistance for Farmers) web application interface. At the top, there are logos for USDA and TAAF, along with navigation links like 'TAAF Home', 'About TAAF', 'Handbooks', 'Help', 'Contact Us', 'Exit TAAF', and 'Logout of eAuth'. The user is identified as Erin Huston, an FSA User, in the state of Kansas, Ford County. The main heading is 'Application Events' for application number 2011888-20-057-00001, with an application status of 'Approved'. A table lists four events, with the fourth event, 'Travel Reimbursement', having a status of 'Disapproved' and a payment of \$0.00. A 'Details' button is visible next to this event. The footer includes the version 'TAAF10APP15' and the date 'Last Modified: November 15, 2010'.

Event	Name	Status	Payment
1	Application Review	Approved	
2	Initial Training	Approved	
3	Intensive Training	Pending	
4	Travel Reimbursement	Disapproved	\$0.00

## Notice PS-718

### 6 Processing Disapproval Letters for Travel Reimbursements Claims Not Timely Filed (Continued)

#### B Printing Disapproval Letters for Travel Claims Not Timely Filed

The following Event Details Screen will be displayed. When the user clicks “**Print Letter**”, a new window will be displayed and the requested disapproval letter will be generated and presented to the user (as a PDF document).

As with other documents that are presented to the user, the standard Open/Save/Cancel will be displayed by Internet Explorer. If “**Save**” is selected, the document will be saved directly to the local file system and the window will close. If “**Open**”, is selected, the generated PDF document will be displayed in the new window. From that window, the user will be allowed to print and/or save the document.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The main content area is titled "Event Details" and shows the following information:

- State: Kansas, County: Ford
- Application Number: 2011888-20-057-00001
- Event 4 - Travel Reimbursement
- CFFM Status: N/A
- FSA Status: D - Disapproved
- Disapproval Letter Date: December 13, 2012
- Letter Generated: No
- USDA Disapproval Reason(s): 37 - You did not submit a travel expense voucher for reimbursement of travel and per diem within 60 calendar days from the last travel date, as required.
- Payment: \$0.00

Buttons for "Print Letter" and "Back to Event List" are visible. A sidebar on the left contains a "TAAF Menu" with sections for "Applications", "Reports", and "Other Functions". The footer includes "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link.

**Note:** Disapproval letters:

- that have not been printed will be displayed automatically in the disapproval letters list when disapproved by FAS
- can be generated according to Notice PS-682, subparagraph 3 J
- can now be reprinted according to Notice PS-696
- will not be generated for applications that have been withdrawn.

**Note:** Further instructions will be provided in a forthcoming notice on how to handle applications that have been withdrawn.

## Notice PS-718

### 7 Processing Travel Reimbursements for Approved Travel Claims

#### A Processing Approved Travel Claims

Based on the new question 1 that has been added to the travel voucher review process, for a travel reimbursement claim to be approved, all of the questions in the following Process Travel Voucher Screen must be true as follows.

- A travel reimbursement claim must have been filed (Answer “Yes” to question 1).
- The claim submission must have been timely (Answer “Yes” to question 2).
- All required receipts must have been submitted (Answer “Yes” to question 3).
- The applicant must have signed the claim form (Answer “Yes” to question 4).
- The training instructor must have signed the claim form (Answer “Yes” to question 5).
- The County Office must not know of any other reasons why the claim should be disapproved (Answer “No” to question 6).

CLICK “Continue”.

The screenshot displays the 'Process Travel Voucher' interface. At the top, it shows the USDA logo and 'Foreign Agricultural Service' branding. The user is logged in as Lisandra Lima, an FSA User. The current state is California, Merced County. The application number is 2010003-06-047-00006. The event is 'Travel Reimbursement'. A yellow callout box contains the text: 'For a Travel Reimbursement claim that was submitted and was timely, answer the remaining four questions as in the previous software version'. Below this, there are six questions with radio button options for 'Yes' and 'No'. Questions 3, 4, and 5 have their 'Yes' options selected. Question 6 has its 'No' option selected. A text field for 'Describe Reason(s)' is present below the questions. At the bottom, there are 'Continue' and 'Cancel' buttons. A second yellow callout box points to the 'Continue' button with the text: 'Click \'Continue\' button'.

USDA United States Department of Agriculture  
Foreign Agricultural Service

TRADE ADJUSTMENT ASSISTANCE For Farmers

TAAF Home About TAAF Handbooks Help Contact Us Exit TAAF Logout of eAuth

State: California County: Merced

Process Travel Voucher

Application Number: 2010003-06-047-00006

Event: 4 - Travel Reimbursement

For a Travel Reimbursement claim that was submitted and was timely, answer the remaining four questions as in the previous software version

\* 1. Was a travel expense voucher submitted for reimbursement of travel and per diem expenses associated with Initial Training attendance?  Yes  No

\* 2. Was submission of the travel expense voucher timely (within 60 calendar days after the last date of travel)?  Yes  No

\* 3. Was the submitted travel expense voucher supported by receipts for all claimed expenses?  Yes  No

\* 4. Did the Applicant sign the submitted travel expense voucher to certify the expenses claimed?  Yes  No

\* 5. Did the training instructor sign the submitted travel expense voucher to certify attendance at the training?  Yes  No

\* 6. Do you know of any other reason(s) why this Application should not be Approved?  Yes  No

Describe Reason(s):   
(250 chars. max.)

Continue Cancel

Click 'Continue' button

TAAF10APP30

## Notice PS-718

### 7 Processing Travel Reimbursements for Approved Travel Claims (Continued)

#### B Entering the Reimbursement Amount

The following continuation of the Process Travel Voucher Screen will be displayed with the responses to all 6 review questions. The message will be displayed indicating the applicant's travel claim can be approved because it meets all eligibility requirements. The user is then required to enter the reimbursement amount. CLICK "Approve".

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The user is logged in as Lisandra Lima, an FSA User, in California, Merced County. The main heading is "Process Travel Voucher".

Application details shown:

- Application Number: 2010003-06-047-00006
- Event: 4 - Travel Reimbursement
- CFFM Status: N/A
- FSA Status: P - Pending
- Voucher Submitted: Yes
- Voucher Submission Timely: Yes
- Receipts Submitted: Yes
- Voucher Signed by Applicant: Yes
- Voucher Signed by Instructor: Yes
- Other Disapproval Reason(s): No

A message states: "Based on the responses provided to the Travel Reimbursement review questions, the Applicant's reimbursement request may be approved." Below this, the "Reimbursement Amount" is entered as 123.45. A yellow callout bubble points to this field with the text: "Enter the amount of the approved expense reimbursement".

At the bottom of the form are "Approve" and "Cancel" buttons. A yellow callout bubble points to the "Approve" button with the text: "Click 'Approve' button".

Footer information includes "TAAF10APP...", "Last Modified: January 6, 2011", and a "Back To Top" link. The bottom navigation bar lists various site links such as "USDA.gov", "USDA Intranet", "FAS Internet", "FSA Internet", "FSA Intranet", "Site Map", "Policies and Links", "FOIA", "Accessibility", "Privacy", "Non-Discrimination", "Information Quality", "FirstGov", and "White House".



8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status

A Travel Voucher Updates From “Approved” to “Claim Waived”

If the Travel Reimbursement event for an application has been erroneously approved, when the applicant has **not** filed a claim, the Edit Application Event function can be used to update the event’s status directly from “**Approved**” to “**Claim Waived**”, as shown in the Edit Application Event Screen. To update the Travel Voucher, Select “**Claim Waived**” from the drop-down menu and CLICK “**Update Event**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web interface. At the top, it shows the USDA logo and 'Foreign Agricultural Service'. The user is logged in as Lisandra Lima, an FSA User. The page title is 'Edit Application Event' for California, Merced County. The application details are: Application Number: 2010003-06-047-00006, Event: 4 - Travel Reimbursement, and CFFM Status: N/A. The '\* FSA Status' dropdown menu is open, showing options: Approved, Pending, and Claim Waived. A 'Cancel' button is next to the dropdown. A yellow callout box with a pointer to the dropdown contains the following text: 'A Travel Reimbursement event that is currently 'Approved' may be changed to 'Pending' or 'Claim Waived' at any time. To update: Select 'Claim Waived' from the drop-down list, and click the 'Update Event' button.' The footer includes 'TAAF10APP14 Last Modified: November 15, 2010' and a 'Back To Top' link.

## Notice PS-718

### 8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status (Continued)

#### B Verifying Updates

Once the FSA Status has been changed for the applicable event displayed, the following continuation of the Edit Application Event Screen will be displayed with a warning to verify the updates. CLICK “OK”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) web application interface. The header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". A navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The user is logged in as "Lisandra Lima" with the role "FSA User". The current page is "Edit Application Event" for "State: California" and "County: Merced".

The main content area shows the following details:

- Application Number:** 2010003-06-047-00006
- Event:** 4 - Travel Reimbursement
- CFFM Status:** N/A
- \* FSA Status:** Claim Waived (selected in a dropdown menu)

Buttons for "Update Event" and "Cancel" are visible. A "Message from webpage" dialog box is open, displaying a question mark icon and the text: "You have requested Event 4 be updated from 'Approved' to 'Claim Waived'. Are you sure?". The dialog has "OK" and "Cancel" buttons. A yellow callout box points to the "OK" button with the text: "After clicking 'Update Event,' a message dialog appears, asking if you are sure about making the requested change. Click 'OK' to continue, or 'Cancel' to return to the Edit Application Event page."

At the bottom of the page, there is a footer with the text "TAAF10APP14 Last Modified: November 15, 2010" and a "Back To Top" link. The footer also contains a list of links: "TAAF Home | USDA.gov | USDA Intranet | FAS Internet | FSA Internet | FSA Intranet | Site Map | Policies and Links | FOIA | Accessibility | Privacy | Non-Discrimination | Information Quality | FirstGov | White House".

## Notice PS-718

### 8 Processing Travel Reimbursement Updates From “Approved” to “Claim Waived” Status (Continued)

#### B Verifying Updates (Continued)

The following Event Details Screen will be displayed confirming the updated event status and the approved payment amount will be displayed as “N/A”. CLICK “**Back to Event List**”.

The screenshot displays the TAAF (Trade Adjustment Assistance for Farmers) Event Details page. The page header includes the USDA logo and the text "United States Department of Agriculture Foreign Agricultural Service". The navigation bar contains links for "TAAF Home", "About TAAF", "Handbooks", "Help", "Contact Us", "Exit TAAF", and "Logout of eAuth". The user is identified as "Welcome, Lisandra Lima" with a "User Role: FSA User". The current state is "California" and the county is "Merced". A "Printer Friendly" button is visible in the top right.

The main content area shows an "Info" message: "The Application Event has been successfully updated". Below this, the "Application Number: 2010003-06-047-00006" is displayed. The event is titled "Event 4 - Travel Reimbursement". The status information is as follows:

- CFFM Status: N/A
- FSA Status: CW - Claim Waived
- Payment: N/A

A yellow callout box points to the "FSA Status" and "Payment" fields, containing the text: "Event Details page is displayed, confirming event status has been updated to 'Claim Waived.' The Payment amount is now displayed as 'N/A.'". A "Back to Event List" button is located below the status information.

The footer of the page includes the text "TAAF10APP20 Last Modified: March 29, 2012" and a "Back To Top" link. The bottom navigation bar contains various links: "TAAF Home", "USDA.gov", "USDA Intranet", "FAS Internet", "FSA Internet", "FSA Intranet", "Site Map", "Policies and Links", "FOIA", "Accessibility", "Privacy", "Non-Discrimination", "Information Quality", "FirstGov", and "White House".